



CLASS SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
REPROGRAPHICS SUPERVISOR	31	H	9.705

Under general supervision, Reprographics Supervisors assign work, direct production operations, develop production standards and procedures, and schedule and monitor printing and reproduction work to ensure production schedules meet customer needs; monitor status of jobs in progress; respond to inquiries from clients; and adjust schedules in response to production requirements.

Assist clients in planning jobs and provide cost estimates of time and materials; consult with clients and provide assistance regarding the layout of projects and suitable materials and methods; estimate time required to complete projects; determine the cost of supplies and materials and prepare quotes.

Monitor quality of jobs to ensure compliance with printing specifications; monitor the efficiency of work procedures by reviewing jobs in progress; suggest different methods or techniques; and conserve materials and supplies.

Assist in section planning and development of the section budget; estimate number and types of projects and requirements for personnel, materials and supplies; evaluate and recommend new types of equipment.

Supervise printing and reprographics personnel including Composing Technicians, Offset Press Operators, Offset Machine Operators, Photographic Laboratory Technicians and others as assigned; hire and train staff, assign and review work, and complete performance evaluations.

Participate in offset printing and reprographic activities as required; operate process cameras; strip negatives, make plates, and assist with production activities.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

EDUCATION AND EXPERIENCE: Graduation from high school or equivalent education and four years of experience which included responsibilities for producing multi-color work on a variety of offset duplicating machines and offset presses, photographing copy, stripping negatives, and platemaking; **OR** an equivalent combination of education and experience.

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):

Detailed knowledge of: methods, materials, and equipment used in offset printing, offset duplicating, and bindery work; process camera work and platemaking; maintenance requirements of offset printing, offset duplicating, platemaking, and bindery equipment. **Ability to:** produce quality process work and/or multi-color work on a variety of offset presses and offset duplicating machines; organize production operations to optimize efficiency; plan and schedule a large volume and variety of jobs and estimate cost and completion times; establish and maintain cooperative working relationships with co-workers, agency staff, and vendors; read and understand equipment manuals, printing copy, and specifications.

MINIMUM QUALIFICATIONS (cont'd)

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):

Working knowledge of: State administrative regulations, policies and procedures pertaining to purchasing; supervisory principles and procedures. **Ability to:** establish long and short term goals for the reprographics section; analyze and evaluate section policies and procedures in order to implement necessary changes; and formulate and monitor the section budget.

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards for positions assigned to this class.

	<u>9.704</u>	<u>9.705</u>
ESTABLISHED:	1/1/69	111161
REVISED:	12119185-12	12119185-12
REVISED:	7/1/89P	7/1/89P
	9/27/88PC	9/27/88PC
REVISED:	7/1/91P	7/1/91P
	11/29/90PC	11/29/90PC
REVISED:	3/19/04PC	3119/04PC